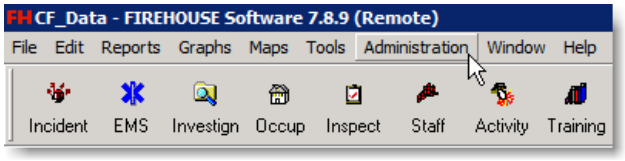
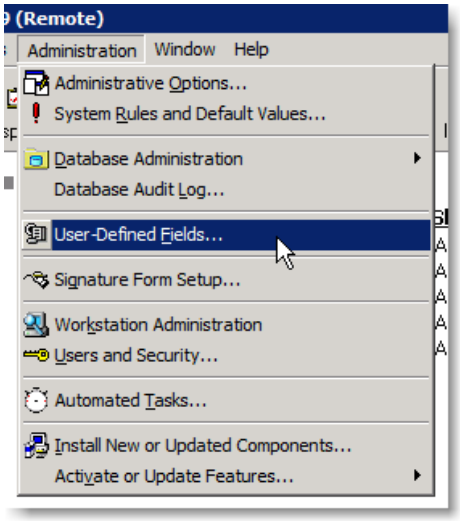
Creating User Field Table Tabs

Use the following steps to create multiple tabs in a Firehouse user defined fields table.

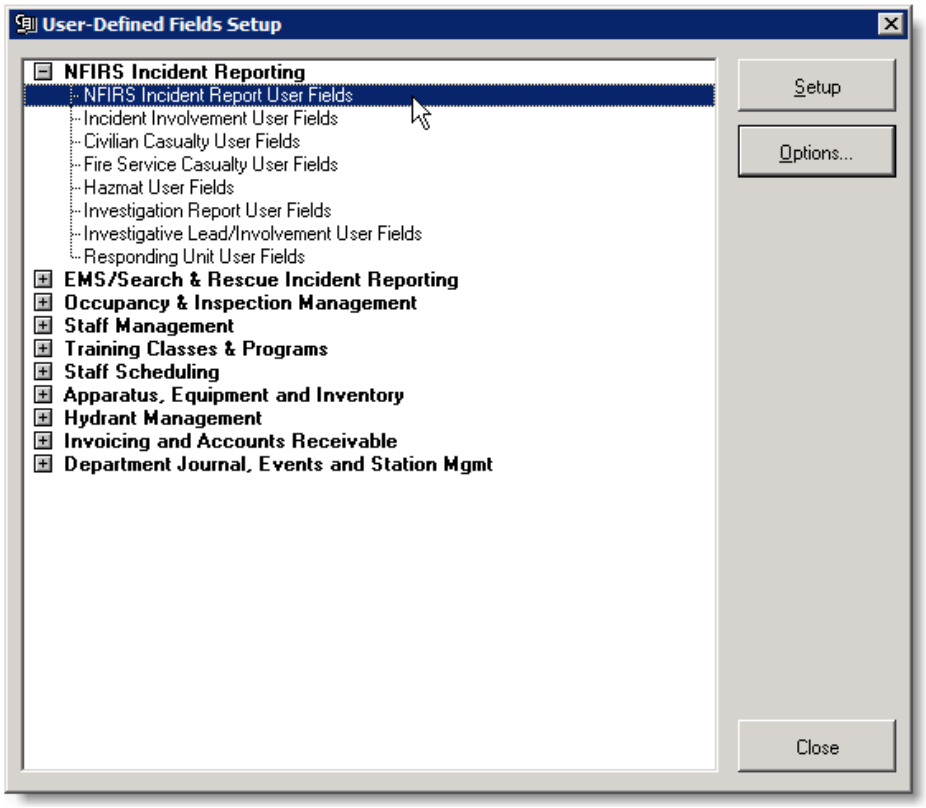

CF_Data - FIREHOUSE Software 7.8.9 (Remote)
File Edit Reports Graphs Maps Tools Administration Window Help
Incident EMS Investign Occup Inspect Staff Activity Training

First, select **Administration** on the top task bar.



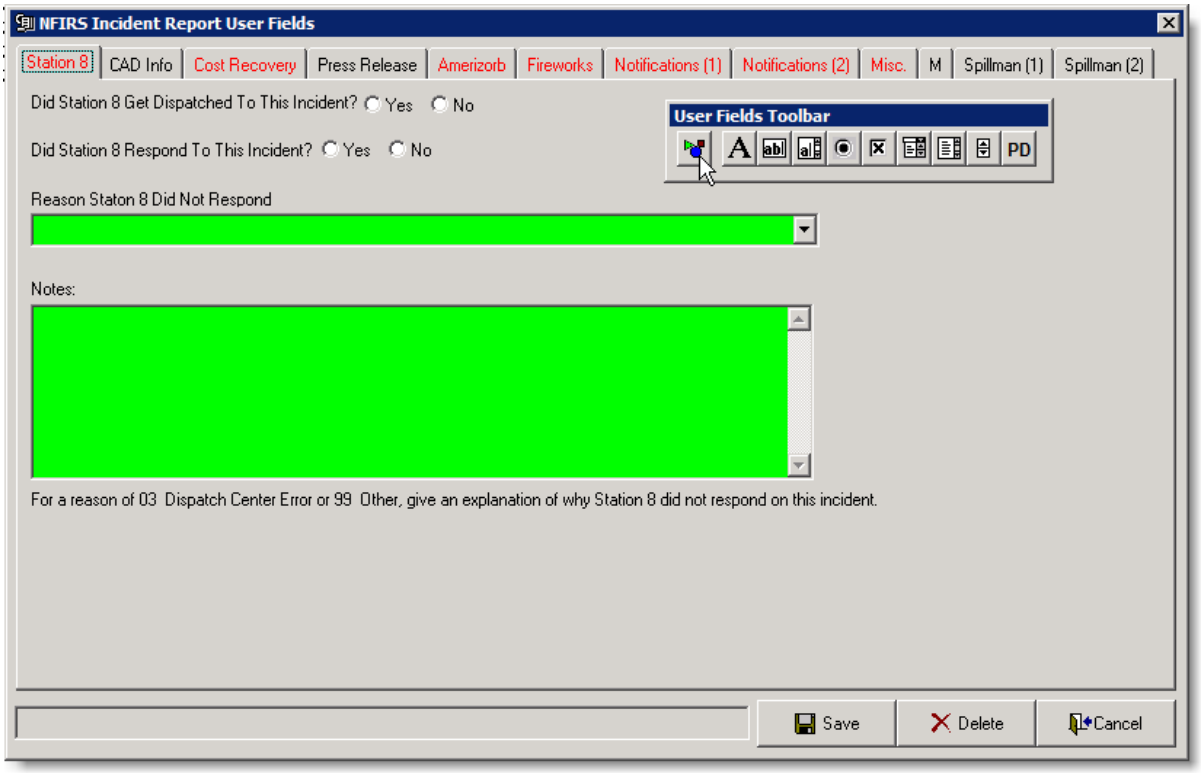
Then select **User-Defined Fields**.

To create a new user field tab, all Firehouse module screens must be closed. If they are not closed the **User-Defined Fields option will be greyed out and not available.*



Next select the table where you want to create the user field.

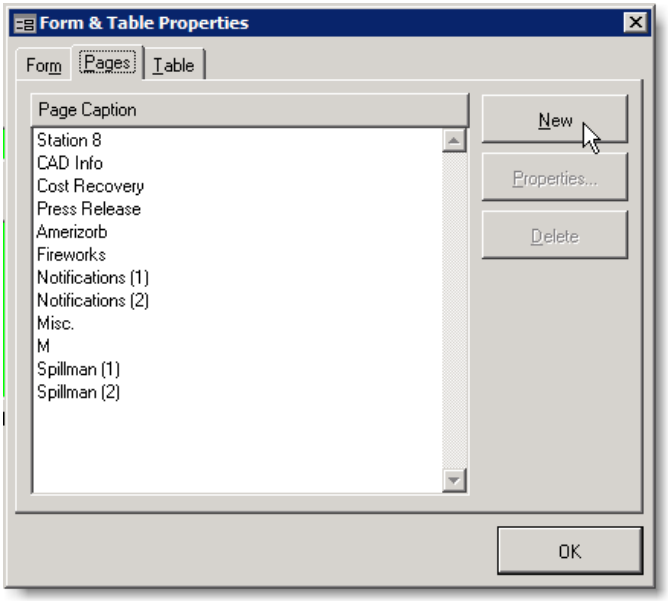
In this case the table is the **NFIRS Incident Report User Fields**. Double click on the table name or highlight the name and select the **Setup** button.



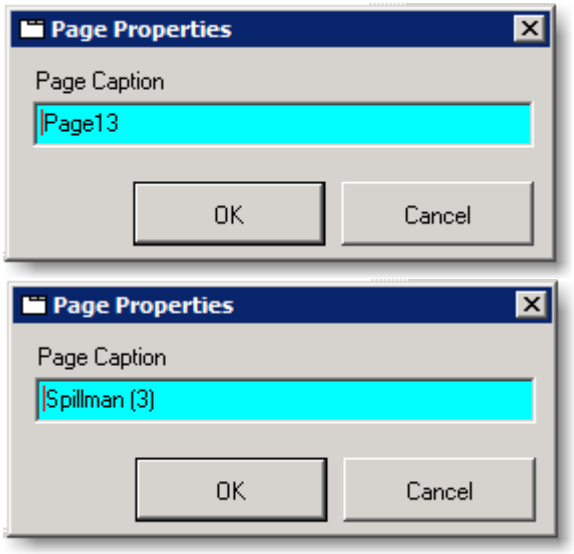
When the **NFIRS Incident Report User Fields** opens you can begin creating your new tab.

Select the **Form & Table Properties** icon on the **User Field Toolbar**, see below.

** Do not panic if your user field table looks different than mine, I have a lot of user fields!*



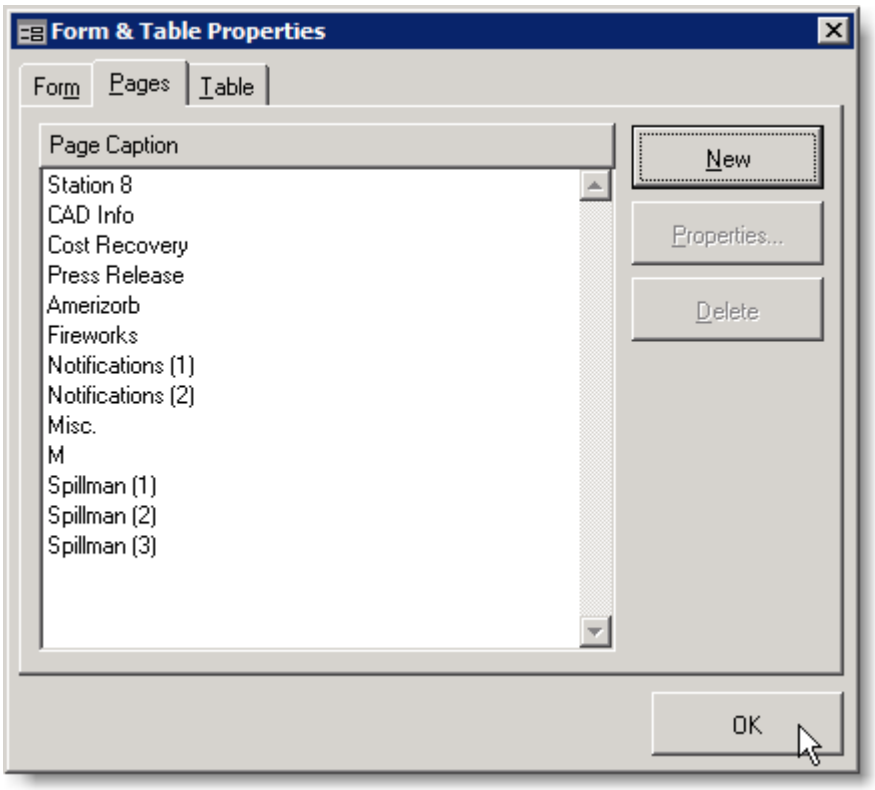
Once the **Form & Table Properties** screen opens, select the **New** button.



When the page properties screen opens, the **Page Caption** field will be filled in with the wording Page*.

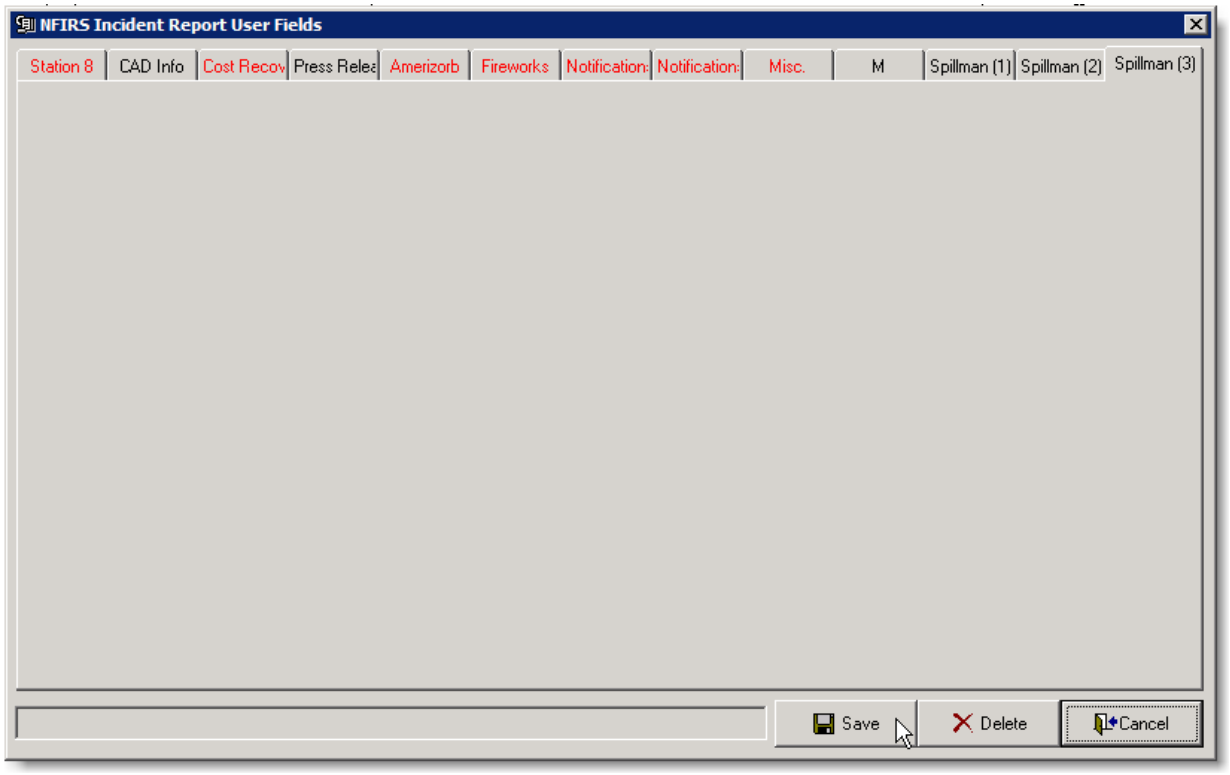
Highlight what is listed in the **Page Caption** field and enter the desired wording for your tab.

When you are done, select the **OK** button to close the **Page Properties** screen.



Your new tab will appear at the bottom of the page caption list.

If you are done adding tabs to your screen select the **OK** button; if you need to create additional tabs repeat the steps listed above.



Once you are done adding tabs and any new user fields, select the **Save** tab to close the user field table and return back to the main Firehouse screen.